POSITION: Program Assistant (PA) – primary responsibilities for outreach in Yuba County
Part-Time / Non-Benefited / Non-Exempt / Up to 29 Hours per Week

RECRUITMENT ID: 520 – Record the Recruitment ID number on the RF Application when applying.

LOCATION: The CSU, Chico Research Foundation’s Center for Healthy Communities (CHC) is an umbrella organization for a number of grant-funded programs that serve high-risk residents in northern California. CHC develops and implements nutrition education, food security and physical activity programs and policy development addressing the needs of diverse populations. CHC provides the infrastructure and coordination of shared resources for interdisciplinary student-faculty research, leadership development, and civic engagement/service learning experiences for University students. CHC values and supports sustainable food systems, livable communities with access to healthy foods and physically active lifestyles in local, regional and global communities.

ESSENTIAL JOB FUNCTIONS: Under the direction of benefitted administrative and programmatic staff, this Program Assistant will be responsible for various activities in the following program area:

General Nutrition Program Implementation Support
- Provide hands-on nutrition education including cooking lessons and administering food tastings;
- Assist and/or coordinate with garden-based lessons;
- Assist and/or coordinate with community events and classes;
- Assist and/or coordinate with participant forms or programmatic documentation;
- Develop culturally appropriate materials including manuals, newsletter articles, reports and fact-sheets;
- Assist with necessary program activity documentation as required by funding agencies;
- Must have the ability to drive to partner location, Yuba county;
- Follow funding guidelines, CHC and Research Foundation policies and procedures, and partner requirements

EMPLOYMENT STANDARDS:
- Program Assistant I requires a minimum of 135 hour CHC internship or prior work experience in a related field
- Program Assistant II requires a Bachelor’s Degree in Nutrition, Dietetics, Health Education, or related field
- Program Assistant III required a Bachelor’s Degree in Nutrition, Dietetics, Health Education, or related field AND a Master’s Degree in Nutrition, Public Health, or closely related field OR Registered Dietitian

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
Previous experience must demonstrate the ability to: perform the functions described above as well as skills to communicate verbally and in writing with clarity and proficiency; supervise staff; be flexible in response to ideas and points of view; and set priorities and deadlines to ensure projects are completed and questions and problems are responded to in a timely manner. In addition, the candidate must possess a valid California Driver’s License and good driving record. Live Scan (fingerprinting) clearance is required and participation in the DMV Employer Pull Notice Program (driving record) will be required upon hire.

COMPENSATION:

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Assistant I</td>
<td>$11.00 - $15.95/hour</td>
</tr>
<tr>
<td>Program Assistant II</td>
<td>$13.75 - $19.94/hour</td>
</tr>
<tr>
<td>Program Assistant III</td>
<td>$17.19 - $24.93/hour</td>
</tr>
</tbody>
</table>

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. Application and announcement can be located on our website. **Application deadline is March 13th**. Applications received after this date will not be considered. Applications can be submitted:

**BY MAIL:**
CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, CA 95928-5388  

**IN PERSON:**
CSU, Chico Research Foundation  
25 Main Street, 2nd Floor suite 206  
Chico, CA  

**BY EMAIL:**
rfhrjobs@csuchico.edu  

**BY FAX:** (530) 898-3391  

For questions, please contact the Research Foundation Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** [http://www.csuchico.edu/rfdn/](http://www.csuchico.edu/rfdn/)

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